

SIGN IN SHEET

IFB CMS-2011-33	PROVIDE OPERATIONAL & PREVENTIVE MAINTENANCE SERVICES FOR THE NEW STP AT KUPUNA HOME O'WAIALUA
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INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA, Construction Management Branch located at 1002 North School Street, Building C, Honolulu, HI 96817 when you pick up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Mitchell Kawamura, IFB Coordinator at (808) 832-5373.

Pre-Bid Conference:	January 26, 2012, 10:00 a.m. Hawaii Standard Time (HST) at the Kupuna Home O'Waiialua Community Center, 67-088 Goodale Avenue, Waialua, Hawaii 96791.	
Bid Offer Forms Due Back:	Due before 2:00 p.m. HST on February 6, 2012 at the HPHA, Central Files, Building D, 1002 N. School Street, Honolulu, HI 96817.	
Bid Opening:	February 6, 2012	At 2:15 p.m. HST at the HPHA, Construction Management Branch, Building C, 1002 N. School Street, Honolulu, Hawaii 96817.
Date: _____		
Company:	_____	
Address:	_____ _____ _____	
Bus. No.	_____	Cell No. _____
Fax No.	_____	
Contact Person:	_____	

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

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| <input checked="" type="checkbox"/> Hawaii Compliance Express, Certificate of Vendor Compliance | <input checked="" type="checkbox"/> Corporate Resolution indicating who is authorized to sign bid documents & contracts |
| <input checked="" type="checkbox"/> Wage Certificate | |

The following shall be submitted prior to execution of a contract:

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| <input checked="" type="checkbox"/> Certificate of Insurance | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____ | |